



Agenda Packet

Governor
Arnold Schwarzenegger

Chair
Lawrence Gottlieb

Executive Director
Brian McMahon

Thursday
March 30, 2006
10:00 a.m. — 12:30 p.m.

Los Angeles Valley College
Campus Center Building, Monarch Hall
5800 Fulton Avenue
Valley Glen, California



CALIFORNIA WORKFORCE INVESTMENT BOARD

MEETING NOTICE

**Los Angeles Valley College
Campus Center Building, Monarch Hall
5800 Fulton Avenue
Valley Glen, CA 91401**

**Thursday, March 30, 2006
10:00 a.m. – 12:30 p.m.**



Lawrence Gotlieb
Chair

Christine Essel
Vice Chair

Arnold Schwarzenegger
Governor

Brian McMahon
Executive Director

AGENDA

- 1. Welcome and Opening Remarks**
 - **Larry Gotlieb, Chair**
 - 2. Update – Labor and Workforce Development Agency Report**
 - 3. Update - Executive Director's Report**
 - 4. Update - Department of Labor (DOL)**
 - 5. Local Board Presentation – Riverside County Economic Development Agency**
 - 6. Action – Approval of Administrative Items**
 - a. November 30, 2005, State Board Meeting Summary**
 - b. Waiver Requests to be Submitted to DOL**
 - c. Local Area Modification Request by NORTEC to add Sierra County**
 - 7. Action – Approval of Special Committee Reports**
 - a. Business and Industry**
 - b. Targeted Resources**
 - c. Lifelong Learning**
 - d. Accountability in Workforce Investments**
 - 8. Action – State Board Delegate Authority to the Administrative Committee to Decide California's Participation in DOL's Sharing How Access to Resources Empowers (SHARE) Initiative**
 - 9. Public Comment**
 - 10. Other Business that May Come Before the Board**
-

Meeting conclusion time is an estimate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn.

In order for the State Board to provide an opportunity for interested parties to speak at the public hearings, public comment may be limited. Written comments provided to the California Workforce Investment Board must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply.

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Investment Board staff at (916) 324-3425 at least ten days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Investment Board website at <http://www.calwia.org> or contact Teresa Gonzales for additional information.

Welcome and Opening Remarks

- **Larry Gotlieb, Chair**

Update – Labor and Workforce Development Agency Report

Update - Executive Director's Report

Update – Department of Labor (DOL)

**Local Board Presentation – Riverside County Economic
Development Agency**

Action – Approval of Administrative Items

- a. November 30, 2005, State Board Meeting Summary**
- b. Waiver Requests to be Submitted to DOL**
- c. Local Area Modification Request by NORTEC to add Sierra County**

Administrative Item
November 30, 2005, State Board Meeting Summary

Action Requested

The State Board approves the November 30, 2005 meeting summary.

Approval of the November 30, 2005 State Board Meeting Summary

The summary of the November 30, 2005, State Board meeting is attached.

CALIFORNIA WORKFORCE INVESTMENT BOARD
Meeting Summary
November 30, 2005

The California Workforce Investment Board (State Board) met at the Sacramento, Tsakopoulos Public Library Galleria on November 30, 2005, to discuss and take action on the Administrative Items and the four Special Committee Reports.

Members or Designees in Attendance:

Larry Gotlieb, Chair
Chris Essel, Vice Chair
Steve Bruckman, Designee for Chancellor Mark Drummond
Ken Burt
Jerry Butkiewicz
Jamil Dada
Victor Franco
Kirk Lindsey
Richard Mendlen
Elvin Moon
Edward Munoz
Dwight Nixon
Gayle Pacheco
Art Pulaski
Barry Sedlik, Designee for Secretary Sunne Wright McPeak
Kate Tansey, Designee for Secretary Victoria Bradshaw
Audrey Taylor
David Villarino, Designee for Arturo Rodriguez
Jan Vogel, Designee for Assembly Member Jerome Horton
James Shelby
Linda Summers, Designee for Honorable Miguel Pulido
Willie Washington

AGENDA ITEM 1. Welcome and Opening Remarks

Board Chair, Larry Gotlieb called the meeting to order. Mr. Gotlieb invited newly appointed board members Audrey Taylor, Jamil Dada, Edward Munoz, Dwight Nixon, and Willie Washington to introduce themselves. The remaining board members followed suit.

AGENDA ITEM 2. Update – Labor and Workforce Development Agency (Labor Agency) Report

Executive Director Brian McMahon reported that by Governor's Executive Order a focus group was created in San Joaquin Valley to recognize the similarities and address critical issues in workforce and economic development infrastructure, with the goal to target specific industries in support of economic and workforce development efforts. This initiative will span 1.5 years.

Dennis Petrie of the Employment Development Department (EDD), provided an update regarding the Governor's 15% Solicitation for Proposals. Mr. Petrie indicated that the proposals were reviewed by EDD and State Board staff and were forwarded to the EDD Directors Office with recommendations. He anticipates that award announcements will be made by mid- December.

AGENDA ITEM 3. Update – Executive Director's Report

Mr. McMahon presented the following report:

- The State Board met the U. S. Department of Labor (DOL) October 1, 2005, Annual Report deadline.
- As part of their orientation, new Board Members visited the Sacramento Employment and Training Agency (SETA) and the Verdugo One-Stop Centers. Mr. McMahon thanked Ms. Kathy Kossick of SETA and Mr. Stewart Knox of Verdugo for hosting the visits. Mr. McMahon encouraged Board Members to attend Local Area meetings to become more familiar with their efforts and issues.
- CWIB staff is working in partnership with EDD, the California Workforce Association (CWA), and Local Area administrators to reinstate the Local Workforce Investment Area Advisory Group quarterly meetings.
- WIA requires that states use some portion of their allocated WIA funds to provide additional assistance to Local Areas that have high concentrations of eligible youth. On May 12, 2005, the State Board approved the High Concentration of Eligible Youth spending plan for State Fiscal Years 04/05 and 05/06. One million dollars was allocated to this effort. In October, a WIA Directive outlining the eligibility criteria to apply for these funds was sent to all Local Areas identifying the 18 Local Areas eligible for these funds. Sixteen of the 18 proposals received met the eligibility and performance criteria to receive awards. These 16 proposals were awarded \$62,500 to enhance youth services in Local Areas.
- On September 30, 2003, the Department of Labor (DOL) Office of Disability Employment Policy (ODEP) awarded the State Board a \$500,000 grant to work with federal, state and community organizations to help youth with disabilities to successfully transition into work and independent living. California's significant progress in its first and second year activities resulted in an award for a third year of funding for this program.
- States are required to reserve funds from the WIA 15% Governor discretionary allocation for incentives to Local Areas for the development of exceptional regional collaboration or cooperation efforts and coordination between the Local Boards for WIA activities. Total funding available in the current year is \$420,000. Staff expects

to complete the funding process by mid January and to announce awards shortly thereafter.

- Staff formed a workgroup to review implementation of the current Rapid Response policy following input received from the CWA, Local Areas, State Board, and EDD. The workgroup includes Local Area representation and will meet to review a range of issues, including required and allowable expenditure reporting, that may be resolved at the administrative level or that may require State Board involvement.
- Mr. McMahon introduced Gayle Pacheco, who was appointed to the Governor's Committee for the Employment of Persons with Disabilities in June 2005. Ms. Pacheco reported that Randy Lowe, Senior Vice President of Union Bank of California, was elected to Chair the Committee in June. She further reported that she attended the Media Access Awards and that she is actively participating in all aspects of the Committee. She noted that the direction of the Committee is very positive and that the State Board and Governor's Committee need to work together to establish a project that is seamless to customers.
- Mr. McMahon stated that an Information Bulletin relative to the WIRED Initiative was available. The Employment and Training Administration of the U.S. DOL published a solicitation for federal national awards of \$5 million dollars for three years. The project targets regions that face barriers to effectively transition into a high tech economy that produces high wage and high growth opportunities in those areas. The proposals from regional collaborations are due in December. EDD & CWIB staff will be providing intense technical assistance to the strongest proposals.

AGENDA ITEM 4. Action – Approval of Administrative Items

Mr. McMahon presented the Approval of Administrative Items, to include:

- Request for approval of the July 28, 2005 Board Meeting Summary - Approved unanimously.
- Request for approval of WIA waiver request procedures - The State's Two-Year Strategic Plan produced an awareness of the need to have an objective, standardized, and reliable process for waivers and that a joint workgroup of State Board and EDD staff develop a process. The process was presented to the State Board Administrative Committee at its October 31, 2005. The Committee recommends approval of the process. Members unanimously approved the waiver request process.

AGENDA ITEM 5. Action – Approval of Business and Industry Special Committee Report

Committee Chair Jamil Dada stated that the committee's focus is to provide services relevant to California businesses. The Committee is supporting and building on three areas of interest which are:

- Development of a strategic vision to guide local workforce efforts.
- Development of a framework to establish a basic level of business services.
- Joint surveys with economic development professionals and businesses.

Teresa Gonzales, staff lead, discussed the environment scan staff conducted that lead to the identification of the following common themes that are the focus of the Committee's current work:

- The need for strategic planning.
- Inconsistency in the delivery of business services among Local Areas.
- Maximizing partnerships to deliver business services.
- Identifying best practices.
- The need for marketing.

She proceeded to discuss the Committee's strategic planning initiative that included a vision statement and a framework for implementation. The intent is to obtain feedback from the Local Areas regarding their engagement with the employer community regarding their needs. Specifics regarding this effort are contained in the agenda packet.

Ms. Gonzales provided an update of Committee's joint surveys with the California Association for Local Economic Development (CALED) and the California Manufacturers and Technology Association (CMTA). The purpose of the CALED survey is to identify opportunities for further collaboration. The purpose of the CMTA survey is to identify employers workforce needs and assess their level of awareness and use of the public workforce system.

Stewart Knox, Committee Vice Chair, provided an update regarding the Committee's Basic Business Services Workgroup, which was convened to address the variance of scope and nature of business services among the Local Areas.

Mr. David Villarino and Mr. Gotlieb expressed their support for the direction and the work of the Committee. The State Board unanimously approved the Committee's report.

AGENDA ITEM 6. Action – Approval of Targeted Resources Special Committee Report

The Targeting Resources Committee Chair, Barry Sedlik, announced that California is a leader nationally in integration between workforce development and economic development and that we have all the ingredients to be a national model. He briefly summarized four broad themes under which the committee is working:

- Advancing Workers.
- Investing Resources Efficiently.
- Improving State and Local Labor Market Data.
- Better Focus on Areas that Have Greatest Economic Impact.

The committee met a couple of times and identified four key work areas to support the themes, which included:

- Local demonstration projects that focus on low wage workers.
- Initiatives to support the goods movement industry.
- Strategies to improve efforts in local and regional areas.
- A Survey – however members decided to hold back on any surveys.

David Illig, lead staff to the committee, provided additional history. He discussed the environmental scan staff conducted which revealed common themes on innovative financing strategies. Members discussed moving forward with a couple of projects or initiatives that addressed the Committee's topics. This discussion led to the proposal on a low wage worker initiative and a proposal for an initiative to support the changing goods movement and/or multimodal logistics industry.

Discussion:

David Villarino reminded the State Board that many low wage workers are migrant seasonal farm workers and that these workers should be a primary focus (targeted group) in both the goods movement and low wage initiatives. Kirk Lindsey mentioned that the goods movement proposal appeared to focus on the Los Angeles region, and that he does not see the proposal garnering State level support due to the Los Angeles focus. Both Barry Sedlik and David Illig assured Kirk Lindsey that the proposal was statewide and there was no intent to focus on Los Angeles only. David Villarino moved to vote on approving the item with the caveat that the goods movement proposal be amended to better portray this as having a statewide scope.

Additional discussion after this motion included Barry Sedlik mentioning some of the education-business partnerships at the state level as a good way to better connect high school students to industry and tie the pieces together. Art Pulaski then added that union sponsored apprenticeship programs are good examples of career ladders. He asked that the proposal be amended to change the word unusually to usually. Jerry Butkiewicz then asked who would devise the strategy for the third proposal, strategies to improve efforts in local and regional areas, and Mr. Illig clarified that these proposals would be further developed by the Committee.

The Targeted Resources Special Committee Report was approved unanimously by State Board members.

AGENDA ITEM 7. Action – Approval of Lifelong Learning Special Committee Report

Steve Bruckman attended and provided a committee update on behalf of the Lifelong Learning Committee Chair, Mark Drummond, who could not be present for today's meeting. He emphasized that Mr. Drummond is very committed.

David Militzer, lead staff to the committee, provided highlights of the committee's progress emphasizing that the alignment of education and training resources to bring at-risk

populations and unemployed individuals into the working world is key to this committee. He mentioned that in prior meetings, the committee has identified the importance of recognizing population trends, the needs for lifelong learning for both youth and adults in relation to current economic trends. Committee work to date includes:

- The development of a Vision statement.
- Initial work on developing Local Area planning guidance.
- Recommendations to better address the needs of WIA eligible youth.
- Supporting collaboration between the Secretary of Education, California Dept of Education (CDE), the California Community Colleges Chancellors Office (CCCCO) to improve career technical and vocational education.

He outlined that committee staff and members would form a working group to develop local planning guidance and continue working with the DOL Youth Vision Team, work with the evaluation team from UC Davis, and continue to identify additional initiatives.

Discussion

Gayle Pacheco mentioned that we need to add to the report that incarcerated youth and recently released adult prison inmates, veterans, seniors and disabled individuals have retraining needs and in the report she didn't see any reference to these populations. James Shelby reminded members to include community based organizations who specialize in serving special populations. Gayle Pacheco commented that until we bring all of these entities up to par with funding, we will not move far in successfully addressing these issues.

David Villarino asked whether there was any indication of willingness for the Secretary of Education, the CDE and the CCCCCO to prioritize working on this because he sees the trend of more college preparation and not career technical education. Steve Bruckman answered that the CCCCCO is in the process of developing a strategic plan that should address this.

Richard Mendlen mentioned he would like the Committee to address some of the barriers inherent in transferring credits from school to school in Licensed Vocational Nurse and Registered Nursing programs. David Militzer mentioned the \$20 million appropriation this year to the Community College system to work with the K-12 education system on improving coordination in career technical education.

Art Pulaski mentioned he would like to see union apprenticeship programs included and incorporated into these partnerships as they are an excellent source of training. Barry Sedlik emphasized that we must support returning veterans and that the San Diego valley has good programs for veterans to train online and that we might want to investigate these programs. Kirk Lindsey confirmed Art Pulaski's point about the value of apprenticeship programs in expanding the vocational training marketplace. David Villarino reiterated that pre-apprenticeship training is essential prior to apprenticeship training.

David Militzer commented that the expansion of training opportunities is a committee focus. Kirk Lindsey pointed out that perhaps Employment Training Panel money could be directed

into this effort. Jerry Butkiewicz clarified that the State Board of Apprenticeship sets the standards and that while there are not enough schools to address pre-apprenticeship training, we can use this to scale or expand our efforts. Jan Vogel mentioned that private schools are doing a great job at meeting the gaps not being met by public schools. James Shelby mentioned that the Greater Sacramento Urban League uses web based instruction to empower individuals and the community.

The Lifelong Learning Special Committee Report was approved unanimously by the Board.

AGENDA ITEM 8. Action – Approval of Accountability in Workforce Investments Special Committee Report

The Accountability Committee Chair, Kirk Lindsey, introduced the agenda item. He mentioned that we are struggling with accountability and emphasized the need to ascertain whether we are getting the best return on our public investment and pointed out that our primary customer is business and that the job seeker is the product. He thanked all Committee members and staff for their work in this endeavor. He mentioned that while he prefers action over studies, the Committee is recommending a Cost Study of the One Stop System and plans to conduct a study of the extent of partnerships between public Adult Education and the One-Stop System. Kirk Lindsey made a motion that the Board consider adopting the Committee report and Jan Vogel seconded the motion.

Discussion

Larry Gottlieb reminded State Board members that in the past we have had these kinds of discussions and had heard presentations on return on investment (ROI) models and study results from a couple of Local Areas. Kirk Lindsey commented that there are various approaches to ROI and that we are not there yet until we decide what to measure, we cannot establish accountability criteria.

Kirk Lindsey continued by pointing out that every Local Area has learned to “dot the I’s” and that it is important to look at Adult Education especially to address immigration and low literacy issues. He asked whether there were ways to connect Adult Education with K-12 education and community colleges. Ken Burt mentioned a concern that Community Colleges is not a partner. Kirk Lindsey pointed out that the survey should identify the role of the education provider in the One-Stop System and that we are working with CDE in finalizing the survey and partnering with all.

David Villarino mentioned he is not sure if just looking for best practices is enough. He suggested that because of our large immigrant population, we must look at funding not only directed at high school students, but that the study should look into how effectively the immigrant population has been brought into the One-Stops. He recommended that we look at waiver language to serve more low skilled people who would not be otherwise served. Ray York, lead staff to the Committee interjected that the Cost Study will look at the State level allocations and expenditures of One Stop partner agencies and will examine the indirect and direct costs of federal, state and local partners. Art Pulaski mentioned he is concerned about where the money goes, the cost efficiencies of One-Stops, and that much money has

gone to infrastructure building. Kirk Lindsey reiterated the need to measure in light of the fact that there are fewer dollars with which to train.

The Committee Report was unanimously approved.

Larry Gotlieb announced that the business portion of the meeting was concluded and that members were ready to hear public comment.

AGENDA ITEM 9. Public Comments

Carlos Lopez asked whether the customer choice provisions of the WIA have been effective. He reminded members that the former Job Training Partnership Act trained more individuals and targeted the hardest to serve more than WIA.

AGENDA ITEM 10. Other Business

Executive Director McMahon stated that Board staff will mail to members the 2006 Board Meeting Schedule.

The Meeting was adjourned.

Administrative Item
Waiver Requests to be Submitted to DOL

Action Requested

The State Board approves the State Workforce Investment Act (WIA) Waiver Request package for submission to the U.S. Department of Labor.

Background

The WIA Waiver Request Package was presented and discussed by the Administrative Committee on March 14. The Administrative Committee is recommending approval of this item.

Approval of the State WIA Waiver Request Package

The Workforce Investment Act (WIA) of 1998 provides general statutory and regulatory waiver authority, with some exceptions, to ensure that states and Local Workforce Investment Areas (Local Area) are allowed flexibility in implementing WIA programs. The U.S. Department of Labor (DOL) encourages State and local officials to take full advantage of the waiver process to design flexible, effective State and local workforce development systems.

The State Board solicited suggestions for WIA waivers from State and local partners and stakeholders during the State Plan public planning process. The State Board's Administrative Committee assumed the responsibility for overseeing the development and submission of waiver requests and asked the State Board and Employment Development Department (EDD) staff to recommend a process for systematically developing waiver requests on an annual basis. The State Board approved the waiver request process at its November 30, 2005 meeting.

Immediately following that meeting, staff convened the ad hoc workgroup required by the process to develop State waiver requests from the list of suggested waivers that were collected during the State Plan public process. The workgroup also, at the request of the State Board, extended the solicitation period for new waiver requests to January 31, 2006. The approved process, including notice of the solicitation period extension, was transmitted to the workforce community via a WIA Directive which was posted on both the State Board and EDD website in December 2005.

The ad hoc workgroup is comprised of EDD and State Board staff, as well as five Local Area representatives. The workgroup met by conference call several times between December 2005 and February 2006, to analyze each waiver suggestion and any new requests received during the extended solicitation period, to eliminate those suggestions that had no support, and to develop and write waiver requests that did have support. The four waiver requests that the workgroup developed are:

- Customized Training Match – Waiver to change the required 50 percent employer match for customized training to a match based on a sliding scale, ranging from 10 to 50 percent for the employer match. (Attachment 1)
- Transfer Authority - Waiver to increase the transfer authority of Local Workforce Investment Boards (Local Boards) from the current 20 percent to 50 percent for Adult and Dislocated Worker funds. (Attachment 2).

- Incumbent Worker Training at the Local Area Level– Waiver that would allow Local Boards, at their discretion, to use up to 10 percent of Local Area formula funds for adults and dislocated workers to provide statewide employment and training activities, specifically to carry out Incumbent Worker Training programs at the Local Area level. (Attachment 3).
- Public Service Employment (PSE) During Times of Declared Disaster or Emergency – The waiver would allow the use of adult and dislocated worker funds to place individuals in public service employment prior to the effective date of a National Emergency Grant award. (Attachment 4).

The four waiver requests were approved for publication by State Board and EDD leadership and by the Labor and Workforce Development Agency (Labor Agency). The requests were published for a 30-day public comment period via EDD's WIA Information Bulletin and the State Board's website on February 9, 2006. One public comment was received relative to the PSE waiver and has been incorporated. The comment adds the possibility of using Rapid Response Additional Assistance funds, in addition to local formula funds, to fund PSE during times of declared disaster or emergency. With approval of the four waiver requests by the Administrative Committee, they are being presented to the State Board for approval. With State Board approval, the State waivers package will then be submitted to the Labor Agency for submission to the DOL in early April 2006.

**STATE OF CALIFORNIA
WORKFORCE INVESTMENT ACT (WIA)
WAIVER REQUEST**

Customized Training Match

The California Workforce Investment Board (State Board) and the Employment Development Department Workforce Services Branch (WSB), as the administrative entity of the WIA in the State of California, submit this request for a general waiver to change the required 50 percent employer match for customized training at WIA 101(8)(C) to a match based on a sliding scale, ranging from 10 to 50 percent for the employer match. Specifically, the Governor shall establish, or may authorize the Local Workforce Investment Boards (Local Boards) to establish the required portion of the costs, which shall not be less than 10 percent of the costs for employers with 50 or fewer employees, 25 percent of the costs for employers with greater than 50 through 100 employees, and 50 percent of the costs for employers with more than 100 employees. This waiver will apply to Program Year 2006 and subsequent years.

In keeping with the guidelines set forth at WIA Section 189(i)(4)(b) and 20 CFR Part 661.420(c), please accept the following as a request for a waiver.

A. Statutory or Regulatory Requirements to be Waived

The State of California is requesting a waiver of the requirement of the 50 percent employer match for customized training, as identified at WIA Section 101(8)(C).

B. Goals of the Waiver and Expected Programmatic Outcomes if Waiver is Granted

The proposed sliding scale will provide the Local Boards with greater flexibility for responding to changes in their local labor markets and will help ensure that the WIA funds allocated to each Local Workforce Investment Area are being utilized in a way that will maximize customer service and other demand-driven needs of the business community.

By removing the requirement of a 50 percent employer match towards the cost of training to businesses with 100 or less employees, Local Boards will be able to more effectively market WIA-funded customized training to the private sector in support of building relations with employers in demand/growth industries.

The proposed sliding scale for the employer match will create the necessary flexibility for employers to provide the required match at a level more reasonably suited to their size and the cost benefit ratio of contributing to a match to receive skilled employees. Allowing businesses to apply the sliding scale to determine the match amount will increase participation in the WIA customized training programs at the local level. Local

Boards will increase their participation rates for skilled job seekers that received training and found employment. Employers will benefit by having a labor pool with the marketable skills they require.

C. State or Local Statutory or Regulatory Barriers

There are no State or local statutory or regulatory barriers to implementing the proposed waiver.

D. Description of Individuals Impacted by the Waiver

Individuals affected by this waiver are employers with 100 or fewer employees, who will benefit from the waiver due to the reduced match requirement and the ability to train a small number of individuals to their unique specifications. Adults, older Youth, and Dislocated Workers who receive customized training and subsequent employment will also benefit.

E. Opportunity for Public Comment and the Process for Monitoring Implementation of the Waiver

This request was developed as a result of concerns expressed by Local Boards and demand from business partners. As with all other major policy and procedural decisions made by the State, we relied heavily upon input from local partners. The problems with the current 50 percent requirement for employer match for customized training were discussed with local partners to gain input on those problems and on the benefits of being granted this waiver. The procedure used by the State is detailed in WIADD-110, WIA Waiver Request Process, posted December 22, 2005. This procedure includes the requirement for making any waiver requests available for public comment for a 30-day period prior to their going final.

The State Board and the WSB, as the administrative entity of the WIA in California, will monitor all incumbent worker training by Local Boards. The State's current policy directive and monitoring policy/procedures will be modified to include this waiver.

**STATE OF CALIFORNIA
WORKFORCE INVESTMENT ACT (WIA)
WAIVER REQUEST**

Transfer Authority

The California Workforce Investment Board (State Board) and the Employment Development Department Workforce Services Branch (WSB), as the administrative entity of the WIA in California, submit this request for a general waiver to increase the transfer authority of Local Workforce Investment Boards (Local Boards) from the current 20 percent to 50 percent for Adult and Dislocated Worker funds. This waiver will apply to Program Year 2006 and subsequent years.

In keeping with the guidelines set forth at WIA Section 189(i)(4)(b) and 20 CFR Part 661.420(c), please accept the following as a request for a waiver.

A. Statutory or Regulatory Requirements to be Waived

WIA Section 133(b)(4) and 20 CFR Part 667.140 state that a Local Board may transfer, if such a transfer is approved by the Governor, not more than 20 percent of the funds allocated to the Local Workforce Investment Area (Local Area)...for a fiscal year between Adult employment and training activities and Dislocated Worker employment and training activities. [Note, the Appropriations Act of 2005 kept the transfer limit at 30 percent for PY 2005–06 funds.]

B. Goals of the Waiver and Expected Programmatic Outcomes if Waiver is Granted

The proposed increase to 50 percent will provide the Local Boards with greater flexibility for responding to changes in their local labor markets and will help ensure that the WIA funds allocated to each Local Area are being utilized in a way that will maximize customer service and other demand-driven needs of the business community. The goal is increased flexibility for the Local Areas in allocating and expending Adult and Dislocated Worker funds. Such flexibility would enable Local Areas to better serve the needs of their customers and would heighten their ability to respond to changes in local labor markets, particularly to respond to the growing employer demand for Employed Worker Training, which can be funded at the local level only with WIA Adult funds. This increased flexibility will also allow greater responsiveness to deal with massive worker dislocations affecting large and small business throughout California.

C. State or Local Statutory or Regulatory Barriers

There are no State or local statutory or regulatory barriers to implementing the proposed waiver.

D. Description of Individuals Impacted by the Waiver

All Adults and Dislocated Workers, as well as business customers, will benefit from the waiver. Granting the Local Boards the ability to move substantial funds to the areas of greatest need will ensure optimum service to the general population of that workforce area. Additionally, this ability will allow Local Areas to make better use of formula funds for incumbent worker training, should that waiver request be granted, thereby focusing more effort on economic growth in high-level skills occupations.

E. Opportunity for Public Comment and the Process for Monitoring Implementation of the Waiver

This request was developed as a result of concerns expressed by Local Boards and demand from business partners. As with all other major policy and procedural decisions made by the State, we relied heavily upon input from local partners. The problems with the current 20 percent (30 percent for Program Year 2005-06) limitation on funds transfers between Adult and Dislocated Worker funding streams were discussed with local partners to gain input on those problems and on the benefits of being granted this waiver. The procedure used by the State is detailed in WIADD-110, WIA Waiver Request Process, posted December 22, 2005. This procedure includes the requirement for making any waiver requests available for public comment for a 30-day period prior to their going final.

The State Board and the WSB, as the administrative entity of the WIA in California, will monitor all incumbent worker training by Local Boards. The State's current policy directive and monitoring policy/procedures will be modified to include this waiver.

**STATE OF CALIFORNIA
WORKFORCE INVESTMENT ACT (WIA)
WAIVER REQUEST**

Incumbent Worker Training at the Local Area Level

The California Workforce Investment Board (State Board) and the Employment Development Department Workforce Services Branch (WSB), as the administrative entity of the WIA in California, submit this request for a general waiver of the restrictions on the use of local Workforce Investment Act (WIA) formula funds for Incumbent Worker Training at the Local Workforce Investment Area (Local Area) level. This waiver would allow Local Workforce Investment Boards (Local Boards), at their discretion, to use up to 10 percent of Local Area formula funds for adults and dislocated workers [WIA Section 133(b)] and youth [WIA Section 128(b)] to provide statewide employment and training activities identified at WIA Section 134 and 20 CFR 667.130, specifically to carry out Incumbent Worker Training programs at the Local Area level. This waiver will apply to Program Year 2006 and subsequent years.

In keeping with the guidelines set forth at WIA Section 189(i)(4)(b) and 20 CFR Part 661.420(c), please accept the following as a request for a waiver.

A. Statutory or Regulatory Requirements to be Waived

The State of California requests a waiver from the provisions of WIA Sections 129 (Use of Funds for Youth Activities) and 134 (Use of Funds for Employment and Training Activities), as well as a waiver from the provisions of WIA regulation at 20 CFR 663.145 regarding the use of WIA Title I Adult and Dislocated Workers formula funds.

B. Goals of the Waiver and Expected Programmatic Outcomes if Waiver is Granted

The proposed use of 10 percent of local formula allocated funds will provide Local Boards with greater flexibility for responding to changes in their local labor markets and will help ensure that the WIA funds allocated to each Local Area are being utilized in a way that will maximize customer service and other demand-driven needs of the business community. By allowing this use of funds, Local Boards will be able to more effectively market WIA-funded Incumbent Worker Training to the private sector in support of building relations with employers in demand-growth industries.

The anticipated goals are the improved flexibility in designing and implementing WIA programs for Local Boards and the improved ability of Local Boards to respond quickly to the needs of employers and incumbent workers. It is anticipated that there would be increased accountability at both the State and Local Area levels with this waiver.

C. State or Local Statutory or Regulatory Barriers

There are no State or local statutory or regulatory barriers to implementing the proposed waiver.

D. Description of Individuals Impacted by the Waiver

This waiver plan will positively affect business by reducing the risk of layoff or closure because workers have not kept current with new skills and technologies. It also has the potential, as businesses expand due to the enhanced skills of their current workers, to stimulate new, lower-skill positions and to create openings in positions vacated by incumbent workers who receive skills upgrade training. The training provided to individuals will make them more valuable to current and future employers. This waiver plan increases the role of Local Boards and the role of business in the workforce development system. It also increases local flexibility to respond to the business community, in keeping with the goals of the WIA.

E. Opportunity for Public Comment and the Process for Monitoring Implementation of the Waiver

This request was developed as a result of concerns expressed by Local Boards and demand from business partners. As with all other major policy and procedural decisions made by the State, we relied heavily upon input from local partners. The problems with limiting Incumbent Worker Training programs to the Governor's discretionary funds were discussed with local partners to gain input on those problems and on the benefits of being granted this waiver. The procedure used by the State is detailed in WIADD-110, WIA Waiver Request Process, posted December 22, 2005. This procedure includes the requirement for making any waiver requests available for public comment for a 30-day period prior to their going final.

The State Board and the WSB, as the administrative entity of the WIA in California, will monitor all incumbent worker training by Local Boards. The State's current policy directive and monitoring policy/procedures will be modified to include this waiver.

**STATE OF CALIFORNIA
WORKFORCE INVESTMENT ACT
WAIVER REQUESTS**

Public Service Employment During Times of Declared Disaster or Emergency

The California Workforce Investment Board (State Board) requests a waiver pertaining to public-service employment during times of declared disaster or emergency.

Workforce Investment Act (WIA) 195(10) and Title 20 of the Code of Federal Regulations (20 CFR) 667.264 state that no funds available under Title I of the Workforce Investment Act (WIA) may be used for public-service employment except as specifically authorized under that Title. WIA 173(d) authorizes the use of WIA funds for public-service employment under the conditions described in a National Emergency Grant (NEG) awarded to the state pursuant to a Federal Emergency Management Agency (FEMA) declaration of a disaster area in the state and the state's eligibility for public assistance; however, 20 CFR 671.170(3) and *Federal Register*, Vol. 69, No. 81, April 27, 2004, prohibit the use of those funds for public-service employment prior to the effective date of the NEG.

The State Board respectfully requests waivers to allow the State of California, following a disaster or emergency, to use WIA Title I adult or dislocated worker program funds, or NEG funds if such an award is subsequently made to the State, to place adults and dislocated workers in public service employment from the onset of the disaster or emergency, through the termination date of the NEG, or three months from the onset of the disaster or emergency, if no NEG is awarded. These public-service employment waivers would apply to WIA program year 2006 and subsequent years.

A. Statutory or Regulatory Requirements to be Waived

The State Board requests a waiver of 20 CFR 671.170(3) and the *Federal Register*, Vol. 69, No. 81, April 27, 2004, which limit the availability of NEG funds to the period specified in the grant agreement. The purpose of this waiver would be to allow California to enroll participants in NEG disaster projects retroactively to the date of the onset of the disaster or emergency, as declared by the President.

The Board also requests a waiver of WIA 195(10) and 20 CFR 667.264, which state that no funds available under Title I of the WIA may be used for public-service employment except as specifically authorized under that Title. The purpose of this waiver would be to allow California to use WIA Title I adult and dislocated worker funds, both formula funds allotted to Local Areas and 25 Percent Additional Assistance funds, to place individuals in public-service employment beginning on the date of the onset of the disaster or emergency, as declared by the President, even if no applicable NEG is subsequently awarded to California.

If approved, these waivers would permit the Governor of California to deploy adults and dislocated workers, including NEG-eligible individuals, to provide disaster relief and humanitarian aid in a timely manner, rather than delaying those activities until a NEG has been approved or until the terms of the NEG are negotiated in accordance with 20 CFR 671.170(5).

B. Goals of the Waivers and Expected Programmatic Outcomes if Waivers are Granted

Immediately after a disaster or emergency is declared, much clean up and recovery work is needed in order to restore order and ensure safety and stability for affected individuals and communities, as quickly as possible. Timing is of the essence for the most critical and life-threatening situations, but valuable time is consumed by the need to assess and prioritize the physical damage and its impact on individuals and businesses. Some clean up, recovery, and rescue work must occur immediately to address newly created and imminent risks to safety, health, and commerce.

It is the goal of this combined waiver request to mitigate those conditions by permitting the Governor to allow the placement of NEG-eligible individuals in public-service employment immediately following the eligible event, in anticipation that should the State receive an applicable NEG, the costs related to the public-service employment may be allocated to that NEG (even though they were incurred prior to the effective date of the NEG) or, if no NEG is awarded, adult or dislocated worker funds may be used. The early enrollment waiver would permit each affected Local Workforce Investment Area (Local Area) to take immediate and rapid action in placing individuals in much needed public service employment. The WIA Dislocated Worker funds waiver would eliminate the risk that a Local Area would incur debilitating costs should NEG funds not be made available later to cover those costs.

For example, on January 17, 2006, Governor Schwarzenegger sent a letter to President Bush requesting the President to declare a major disaster for 34 counties in the State of California as a result of rainstorms that commenced December 19, 2005. The letter was sent through FEMA Region IX in hope of receiving federal assistance, which could include NEG funding. Coordinating information collection and assessment efforts in multiple counties and political jurisdictions entails a significant collaborative effort and does take a considerable amount of time to complete in order to prepare a cogent request for emergency assistance. Additional time is needed by the federal government to evaluate and process the grant request, further delaying the approval date of a potential NEG.

This proposed waiver plan would help bridge the delay between a disaster declaration and the delivery of emergency services without putting local areas at risk of incurring unrecoverable costs. With the waivers in place, Local Areas may reach out to individuals dislocated by the disaster or emergency before they also become displaced from the Local Area. Furthermore, by placing those and other eligible individuals in public-service employment closely following the eligible event, which is the time of most critical need for both the affected individuals and the community as a whole, affected individuals would benefit from an uncommon but much needed employment experience, and communities would benefit by the access to immediate clean up and recovery that is most urgently needed.

C. State or Local Statutory or Regulatory Barriers

There is no State or local, statutory or regulatory, barrier to implementing the proposed waivers.

D. Description of Individuals Impacted by the Waivers

Individuals and communities affected by the declared disaster would be positively impacted by the earlier placement of workers and provision of emergency aid as would be allowed under this waiver. Commerce could resume more swiftly because of the quick deployment of workers to remove the impediments to transportation and communications, and restore delivery of utility services. Other community activities could be returned to normal functioning sooner, as well.

Employment could be provided in a more timely manner to workers dislocated by the qualifying event, potentially shortening the length of their unemployment and reducing their need to be relocated to another area. Even more valuable is the added dimension to the work experience and training, made possible specifically because the public-service employment started immediately after the onset of the disaster or emergency, rather than weeks or months later. For example, during the earliest part of the recovery from a disaster or emergency, workers will have greater opportunity to learn creative problem-solving skills and strategies for working effectively under highly stressful

conditions. Such abilities are sought by employers who hire workers for ongoing and long-term restoration and construction projects.

E. Opportunity for Public Comment and the Process for Monitoring Implementation of the Waivers

This request was developed as a method to resolve concerns expressed by local workforce investment boards and the business community. As with all other major policy and procedural decisions made by the State, we relied heavily upon input from local partners to identify both problems and potential solutions.

After gathering information regarding what types of issues might be addressed through the waiver process, the State formed a work group comprised of state and local partners. The work group reviewed the potential waiver issues, eliminated those that could be resolved through other means, drafted waiver requests for the remaining issues, and released them for a 30-day public comment period, using the State's Information Bulletin system. Comments were incorporated, and the revised waiver requests were then presented to the State Board for approval at its March 30, 2006, meeting.

As the administrative entity for WIA Title I activities in California, the Employment Development Department (EDD) will monitor all WIA public service employment and NEG activities. California's oversight and technical assistance policies and procedures will be modified to accommodate the changes necessitated by these waivers. Furthermore, feedback on the successes and challenges created by these waivers will be collected from the affected local areas through the normal statewide lines of communication, such as public discussions at State Board meetings, and contact with EDD's regional advisors, who serve as consultants to the local areas.

Administrative Item
Local Area Modification Request by NORTEC to add Sierra County

Action Requested

The State Board approves the Northern Rural Training and Employment Consortium's (NoRTEC) request to add Sierra County to their Local Area.

Background

The purpose of this document is to outline the administrative items that require action by the State Board. The WIA Waiver Request Package was presented and discussed by the Administrative Committee on March 14. The Administrative Committee is recommending approval of this item.

Approval of a Local Area Modification Request by NoRTEC to add Sierra County

The NoRTEC submitted A Local Area modification request application to the State Board on November 9, 2005. The application requests that Sierra County move from the Golden Sierra Consortium (GSC) to the NoRTEC Local Area. The NoRTEC has followed all requirements for the Local Area modification process, and GSC indicated they are not opposed to Sierra County's desire to become part of NoRTEC. No comments opposing the incorporation of Sierra County into NoRTEC were received during the public comment period. The EDD Workforce Investment Division has reviewed and recommended approval of NoRTEC's Local Area modification request.

The GSC's economy is based on services and manufacturing, focusing on high-tech businesses. The area has experienced high growth in both population and business. The NoRTEC's private sector economy is comprised of tourism, small business and agriculture; the single largest employer, however, is government. Both areas have a similar population of close to or just over 600,000.

Sierra County's population is 3,538; its economy is comprised of mining and logging industries. Sierra County residents have been provided limited services; most job seekers are referred to other counties for WIA services. Due to recent developments, however, WIA core services are now provided two days a month through June 2006. Sierra County and six of the nine NoRTEC counties are part of the Northern California Region which is heavily dependent on natural resources making Sierra County better aligned economically with NoRTEC. GSC Counties are a part of the Greater Sacramento Region and their economic base is increasingly shifting toward the Sacramento area.

Approval of the NoRTEC Local Area modification request will achieve the following benefits:

- Better alignment of workforce resources. Because Sierra County borders NoRTEC county of Plumas, these counties often collaborate on projects and programs.
- Provide greater accessibility to services for customers in Sierra County. The NoRTEC will provide a broader array of programs and services for job seekers and businesses of Sierra County. Additionally, NoRTEC is proposing to provide a full time WIA presence in Sierra County and to implement a business services program. Currently, the GSC is only providing Sierra County with a part time WIA presence for job seekers who are referred to other counties for service.
- Improve the operations and the services in the participating Local Areas. The NoRTEC contracted service provider for Lassen and Plumas Counties is the Alliance for Workforce Development, Inc. (AFWD). AFWD has also assisted the GSC with Rapid Response services. The modification will allow AFWD to expand their services to Sierra County without contracting with a second Local Area.

Action – Approval of Special Committee Reports

- a. Business and Industry**
- b. Targeted Resources**
- c. Lifelong Learning**
- d. Accountability in Workforce Investments**

Approval of Business and Industry Special Committee Report

Action Requested

The State Board approves the Business and Industry Special Committee Report (see attachment). In accepting this report the State Board:

- Approves the Committee's efforts to schedule collaborative regional forums that include economic development corporations and Local Boards. The purpose of these forums is to increase integration between the workforce and economic development systems.
- Approves the Committee's efforts to explore concepts relative to the high-wage high-growth priority.

Background

This agenda item includes a Committee Report that summarizes the Committee's membership, focus, progress, and next steps. The report further highlights the following key areas of the Committees work:

- A workgroup was formed to discuss **establishing a basic level of business services** in the One-Stops. The workgroup has met twice and identified specific focus areas. The Committee concurs with the workgroup's efforts, to define principles for basic business services, define service quality measures, and identify resources needed to successfully meet the workforce demands of businesses.
- The Committee completed two **joint surveys in collaboration with the California Association for Local Economic Development (CALED) and the California Manufacturers and Technology Association**. The survey results are tabulated and the summary of the findings is in your packets. The reports are also posted on the State Board's website at www.calwia.org.

In support of the CALED survey results, the Committee instructed staff to schedule collaborative regional forums to assist in increasing the integration among the workforce and economic development systems. These forums will be held in Northern California, Bay Area, Central Valley, and Southern California.

- The Committee began discussions regarding the high-wage, high growth initiative. Staff presented to the Committee information regarding the national model and the Committee instructed staff to identify high-wage, high growth careers and related workforce development strategies in California.

Business and Industry Special Committee Report March 14, 2006

This report is an update of the Business and Industry Special Committee (Committee) strategies the Committee is pursuing; as well as recommendations and products the Committee is presenting to the State Board for approval.

Special Committee Membership

Jamil Dada, **Chair**, Board Member
Stewart Knox, **Vice Chair**, Verdugo Executive Director
Norris Bishton, Board Member
Charlie Brown, NORTEC Executive Director
Jerry Butkiewicz, Board Member
Kay Ferrier, CA Community Colleges, Chancellor's Office
Frances Laskey, President – California Employer Advisory Council
Sean Liou, Board Member
Ed Munoz, Board Member
Paul Saldana, President & CEO – Tulare County Economic Development Corp.
Warren Jackson, Board Member
Willie Washington, Board Member

Committee Description

The Committee's goal is to define how the workforce system can better serve business and industry, and how that can translate into improved occupational and career opportunities for future and current workers. The themes to be addressed by the Committee include:

- Supporting and improving local business services.
- Identifying and incorporating high-wage, high-growth jobs into career oriented service strategies.
- Maximizing information regarding promising practices.
- Supporting California's small businesses.

Partnerships

The Employment Development Department (EDD) has appointed staff to support the work of the Committee. Additionally, through the Committee membership, partnerships with the California Manufacturers and Technology Association (CMTA) and the California Association for Local Economic Development have been formed.

Summary of Activities

The following summarizes the Committee's work.

Basic Business Services Workgroup – A workgroup was formed to develop recommendations to define a basic level of business services in the One-Stops. The workgroup has met twice; discussions focused on:

- Service categories that can be marketed to the employer community.

- Criteria that will assist Local Areas to determine if the services they provide are meeting the needs of their business community.
- Development of resources to support business services (e.g. providing waivers and/or incentives, showcasing best practices).

California Association for Local Economic Development (CALED) Survey – Board staff and CALED collaborated to survey 58 Economic Development Corporations to identify opportunities to increase collaboration between local economic development organizations and Local Boards. The survey results were presented at the March 8, 2006 Committee meeting.

The survey confirms that coordination efforts exist locally; however, there exists an opportunity to further expand these efforts. The Committee proposes conducting *regional forums* in partnership with CALED, CWA, and the California Community Colleges Chancellor's Office, to more effectively integrate the workforce and economic development systems. Recommended locations for the forums are: Northern California, the San Francisco Bay Area, the Central Valley, and Southern California.

California Manufacturers and Technology Association (CMTA) Survey – Board staff and CMTA collaborated to survey the workforce needs of CMTA members, and to assess their level of awareness and use of the public workforce system. The survey was distributed by CMTA through their on-line system. The survey results were presented at the March 8, 2006 Committee meeting.

The survey highlighted three themes the Committee will consider further exploring:

- The Job specific skill gaps in California's workforce;
- Lifelong learning and opportunities to increase the skill level of California's current and future workforce; and,
- Employer's under-use of the One-Stop System.

High-Wage, High-Growth Jobs - The Committee discussed at the March 8 meeting how to align career-oriented training strategies with identified high-wage, high-growth jobs. The Committee reviewed the President's High-Growth Job Training Initiative that intends to prepare workers for new and increasing job opportunities in high growth, high demand, and economically vital sectors of the American economy.

The Committee directed staff to:

- Develop criteria to optimize investments (similar to the national model);
- Link with other State Board special committee efforts to maximize opportunities to place individuals in high wage, high-growth career paths (e.g. Targeted Resources initiative related to the "goods movement sector")
- Identify and maximize best practices and partnerships that successfully address workforce skills gaps for businesses in growing, emerging, and evolving industries.

Strategic Planning Framework – State Board staff is working with EDD representatives to develop local planning guidance that is intended to gather information regarding, and

stimulate, local strategic planning efforts. The planning guidance will obtain feedback from Local Areas regarding their partnerships with business and industry to identify employers' needs and how Local Areas are developing strategies to address those needs. The planning guidance will be available to the Local Areas in draft form for comment in the near future; final plans by Local Areas will be due tentatively in August or September.

Next Steps for the Special Committee

- Board Staff will schedule planning sessions with the California Workforce Association and the California Association for Local Economic Development to discuss the proposed regional forums designed to increase integration among the workforce and economic development systems.
- The next Committee meeting is on June 14, 2006; agenda items include:
 - The Basic Business Services workgroup's recommendations for establishing a basic level of business services at the One-Stops.
 - Discussion in support of the CMTA survey results.
 - Discussion regarding high-wage, high-growth career oriented strategies.

Approval of Targeting Resources Special Committee Report

Action Requested

The State Board approves the Targeting Resources Special Committee Report (see attachment). In accepting this report the State Board:

- Approves Committee action to continue development of an initiative to test innovative strategies in the area of Advancing Low Income Workers. This initiative will target chronic, employed minimum wage workers with barriers to advancement. It will be included as a funding category in the State Fiscal Year 2006-2007 Solicitation for Proposals and will be funded using Workforce Investment Act Governor's 15 Percent Discretionary funds.
- Approves Committee action to continue development of an initiative to test innovative strategies in the area of the Goods Movement Industry Sector.

Background

This agenda item includes a Committee Report that summarizes the Committee's membership, focus, progress, and next steps. The report provides details on the development of the Committee's key areas of work which include two initiative proposals to promote regional partnerships in specific applications.

The first proposal for **local partnership initiatives** promotes practical applications of collaborative strategies to support advancing chronic, statutory minimum wage workers with barriers to advancement. This proposal would encourage local partnerships among employer groups, labor unions, and relevant education, workforce and economic development entities. These projects also would focus on employer buy in by identifying industry sectors with upward mobility and demand for workers.

The second proposal for **local partnership initiatives** promotes practical applications of collaborative strategies to support the Goods movement industry sector. A Governor's Cabinet Goods Movement Work Group recently identified goods movement and its associated infrastructure investment needs as a critical industry sector that supports the continued strength of California's economy. This initiative focuses on developing a state and local partnership, with statewide impact, to provide new workers and incumbent worker training in the logistics supply chain industries where demand for workers is projected to grow rapidly.

Targeting Resources Special Committee Report March 14, 2006

This report provides an update on the activities and results of the Targeting Resources Special Committee (Committee). The report outlines the issues and strategies the Committee is pursuing, as well as products the Committee is proposing for presentation to the full State Board for approval.

Committee Membership

Barry Sedlik, **Chair** and Undersecretary, Business, Trade and Housing Agency
Mike Curran, **Vice-Chair**, Executive Director, North Valley Job Training Consortium (NOVA)
Frances Low, Designee for Richard Alarcon, Board Member
Tim Galloway, Designee for Jerry Butkiewicz, Board Member
Ada Carrillo, Acting Executive Director, Employment Training Panel
Jacqueline Debets, Economic Development Coordinator and WIB Executive Director, Humboldt County
Sean Liou, Board Member
Richard Mendlen, Board Member
Kathleen Milnes, Board Member
Dwight Nixon, Board Member
Tim Rainey, Designee for Art Pulaski, Board Member
Linda Summers, Designee for Miguel Pulido, Board Member
Wayne Schell, President, California Association for Local Economic Development
David Villarino, Designee for Arturo Rodriguez, Board Member

Committee Description

The Committee's focus is on targeting workforce resources to special workforce populations, industries, businesses, workforce services, economic and labor market information, and geographical areas to have the greatest economic impact for the State. The themes to be addressed by this Committee include:

- Advancing workers with barriers to employment.
- Investing resources in vital industries with statewide labor shortages.
- Continuing to improve State and local economic and labor market data.
- Targeting limited resources to areas where they can have the greatest economic impact.

Summary of Activities

The Committee continues to refine work in two specific areas: the advancing low income worker proposal and the goods movement sector proposal. A summary of those proposals follows.

Advancing Low Income Workers

The Secretary of the Labor and Workforce Development Agency (Labor Agency) has made available approximately \$1 to \$1.2 million from the Governor's WIA 15 Percent Discretionary funding for this initiative and stipulated that it target chronic employed statutory minimum wage workers. The Committee authorized the formation of a staff level working group, to include local partners, to develop language for a Solicitation for Proposals (SFP), structured on the principles the Committee had previously identified. The workgroup has met four times and continues to working group with the Labor Agency and the Employment Development Department on how this initiative will inform the SFP for the 2006/2007 Fiscal Year.

Collaborative Strategies in the Goods Movement Sector

The State Board staff has been provided a copy of the California Community College's proposal that was submitted to the US Department of Labor for the High Wage/High Growth initiative. Fundamental to the proposal is to develop the capacity to build curriculum, develop a high school pipeline connection, support both incumbent and potential workers, and includes a strong collaboration between the schools, community colleges and Local Boards in three regions of the state.

The Committee authorized the formation of a workgroup to evaluate the proposal to see if it contained elements that would be beneficial to continue the work in the logistics area. The task of the workgroup would be to determine the structure, project design, and if it could, influence the SFP process or determine if there are some other options that the Committee may consider. The workgroup staff has met three times with representatives from the Community College and anticipates making some recommendations for the Committee's consideration and action to coincide with the State Board meeting scheduled in July 2006.

Partnerships

The EDD identified lead staff to support the work of the Committee. The Committee also is working collaboratively with the California Association for Local Economic Development. Similarly, the Committee continues to work with other workforce and economic development entities such as: the Economic Strategy Panel and the Regional Economies Project, the Labor Market Information Division, the Department of Rehabilitation, the Employment Development Department, the California Budget Project, and the California Research Bureau.

Next Steps for the Special Committee

The next Committee meeting is scheduled for April 18, 2006 and includes:

- A Committee strategic planning session, and
- Progress reports from the two workgroups referenced above.

Approval of Lifelong Learning Special Committee Report

Action Requested

The State Board approves the Lifelong Learning Special Committee Report (see attachment). In accepting this report the State Board:

- Approves the Special Committee's efforts to implement the State Board's vision for lifelong learning by including it as an element of local Planning Guidance being developed for the 50 Local Workforce Investment Boards.
- Approves the Special Committee's continuing efforts to develop a workforce-education approach for funding up to five regional pilot programs. These pilots will serve out-of-school older youth and young adults through a comprehensive mix of workforce education programs that will provide basic skills remediation training, necessary support services, and industry-based, college-level training for advancement into high wage and high demand careers.

Background

This agenda item includes a Committee Report that summarizes the Committee's membership, focus, progress, and next steps. See Attachment. The report discusses the Committee's progress in developing planning guidance for lifelong learning as a required element of Local Workforce Investment Act Plans.

It also discusses collaborative efforts to improve youth services and career technical and vocational education for youth and adults through the development of an approach for workforce education programs developed by Local Boards in partnership with community colleges, the K-Adult education system, private industry, organized labor, and social services programs. The committee's plan is to develop a formal proposal for funding five regional pilots of workforce education partnerships using this approach, with the long-range goal of expanding successful pilots to other sites around the state.

Lifelong Learning Special Committee Report March 30, 2006

This report provides an update on the activities and results of the Lifelong Learning Special Committee (Committee). The report outlines issues and strategies the Committee is pursuing and recommendations and products the Committee is proposing for presentation to the full State Board for approval.

Special Committee Membership

Mark Drummond, **Chair**, Board Member
David Rattray, **Vice Chair**, President,
UNITE LA, Vice President, LA Area
Chamber of Commerce
Pat Ainsworth (Designee for the Honorable
Jack O'Connell)
Bob Balgenorth, Board Member
Ken Burt, Board Member
Victor Franco, Board Member

Kathy Kossick, LWIA Representative
Gayle Pacheco, Board Member
Monica Poindexter, Genentech
Frank Quintero III, Board Member
Rona Sherriff (Designee for Senator
Wesley Chesbro)
Fred Slone, LWIA Representative
Joseph Werner, LWIA Representative
Alan Bersin, Secretary of Education

Committee Description

The Committee's focus is on collaborating to improve California's educational system at all levels by providing current and future workers with lifelong learning opportunities that are aligned with the new and changing economy. The major themes to be addressed by this Committee include:

- Improving career technical and vocational education.
- Improving Workforce Investment Act (WIA) Youth services, focusing on those youth most in need.
- Addressing literacy needs.
- Addressing apprenticeship programs.
- Addressing lifelong learning.

Partnerships

Lead staff from the Employment Development Department (EDD), the California Department of Education (CDE) and the California Community Colleges Chancellor's Office (CCCCO) were invited and are working with State Board staff to support the work of the Committee. Additionally, the Committee has established collaborative relationships with the U.S. Department of Labor (DOL), the office of the California Secretary of Education, the Department of Corrections and others concerned with lifelong learning at both the State and local levels.

Background

The Committee has met three times since its formation. The Chair has identified four objectives for the Committee in addressing its themes:

1. Alignment of education and workforce programs;
2. Leveraging of resources and expertise;
3. Increasing efficiency of efforts in terms of successful outcomes for resources spent;
4. Building on preferred or promising practices.

The Committee is continuing to address its two initial priorities:

- Develop policy guidance, as appropriate, to support lifelong learning for both youth and adults.
- Develop recommendations for how the State Board can address the needs of WIA-eligible youth, including collaborative initiatives for improving and expanding workforce-education program models that provide pipelines to high wage high growth occupations and linkages to higher education.

The Board approved the Committee's progress report at the November 30th California Workforce Investment Board meeting. It included:

- Adopting the *Vision Statement* for lifelong learning developed by the Special Committee as a first step in providing guidance to Local Workforce Investment Boards and partners in promoting and improving access to lifelong learning for both youth and adults;
- Approving the Committee's collaboration with the California Secretary of Education, the California Community Colleges Chancellors Office, and the California Department of Education on initiatives to improve career technical and vocational education.

At its January 19, 2006 Committee meeting in Glendale, California, the Committee agreed to form a small working group of State Board staff and the Committee's Local Workforce Investment Board representatives to draft local planning guidance implementing the State Board's vision for lifelong learning. This planning guidance will encourage Local Boards to develop their own visions for lifelong learning and to strategically plan for promoting and improving access to lifelong learning as critical elements of their local services. The guidance will be included as part of the Local Area Planning Guidance distributed later this year to all fifty Local Area Workforce Investment Boards.

Also, at the January 19, 2006 Committee meeting, the Committee heard a presentation on the Riverside Community College Gateway to Early College project. The Committee requested staff further research successful education and workforce collaborations to identify collaborative components and funding mechanisms for potential pilot programs. The pilots will primarily address out-of-school older youth and young adults and will build upon local promising examples of workforce and education partnerships. The pilot programs will require significant participation from the Local Workforce Investment Boards, Community Colleges and other key partners.

Next Steps for the Special Committee

- Planning guidance for lifelong learning will be released as part of the 2006 Local Area Planning Guidance.
- The Committee will continue to collaborate with the California Community Colleges Chancellor's Office, the Secretary of Education, the California Department of Education, the Employment Development Department and local area representatives to develop a proposal to fund five regional pilot programs linking education and workforce development to high-growth, high-wage careers.
- The Committee will coordinate with other initiatives currently being considered through other State Board committees that include, but are not limited to, literacy, apprenticeships, low-wage workers and employer-based learning.
- The Committee will conduct a strategic planning process which will review its themes, potential strategies and progress to date, and will identify new short-term goals and establish longer-range plans.

Approval of Accountability in Workforce Investments Special Committee Report

Action Requested

The State Board approves the Accountability in Workforce Investments Special Committee Report (see attachment). In accepting this report the State Board:

- Approves Committee action to move forward in completing the State Board's work concerning the One-Stop Certification process
- Approves Committee action concerning on-going planned activities of the Joint CWIB/EDD/CWA Joint Proposal to Conduct a Cost Study of the One-Stop Career System.

Background

This agenda item includes a Committee Report that summarizes the Committee's membership, focus, progress, and next steps. It also highlights the following key areas of the Committee's work.

- At the January 25, 2006 Committee members were provided with an update of the activities associated with the **CWIB/CDE Adult Education survey**. Due to recent federal and State legislative developments associated with the One-Stop Certification process and the State Board's commitment in the California Two-Year Strategic Plan to reconsider completing the State-Level One-Stop Certification process, the Committee decided to take up One-Stop Certification as a priority item and no longer include the survey as an active item on their agenda. A letter from the Committee Chair was sent to inform the California Department of Education of the Committee's decision.
- Staff also presented and recommended that the Committee adopt the initiative to complete the State Board's work concerning the **One Stop Certification process**. The Committee approved the recommendation directing staff to move forward with the One-Stop Certification process by reestablishing the One-Stop Stakeholders Workgroup. The Workgroup's first task will be to update and consolidate the basic standards document for a One-Stop Center that was drafted by the original Workgroup for the Committee's approval. The Committee decided that the document should be utilized as a resource guide that can be used by Local Areas for developing their own voluntary One-Stop Center self-certification process. The first Workgroup meeting was held on March 16, 2006. The next Workgroup meeting is scheduled for April 17, 2006. The Committee recommends that the State Board approve the decision to move forward in completing the State Board's work concerning the One-Stop Certification process.

- For the **One Stop Career Center System Cost Study**, the contract for hiring a consultant (Professor Richard Moore, California State University, Northridge) is in clearance. The research team will be meeting with a nationally recognized expert in the cost accounting field in March 2006. Letters have been sent to State agencies requesting participation in the state level Steering Committee. State members are currently being identified and a Steering Committee meeting should be scheduled in the first week of April 2006. Additionally, letters to Local Workforce Investment Board chairs and directors were sent soliciting their participation in the study. The WIBs response to the letter has been positive and the research team is compiling a list of potential sites for the study. The first pilot case study will be conducted in April 2006.

**Accountability in Workforce Investments
Special Committee Report
March 16, 2006**

This report provides an update on the activities and results of the Accountability in Workforce Investments Special Committee (Committee). The report outlines the issues and strategies the Committee is pursuing, as well as products the Committee is proposing for presentation to the full State Board for approval.

Special Committee Membership

Kirk Lindsey, **Chair**, Board Member
Jerald Dunn, **Vice Chair**, CWA Chair
Cynthia Amador, Board Member
John Hooper, California Chamber of
Commerce
Charles Lundberg, Employment Training
Panel

Gayle Pacheco, Board Member
James Shelby, Board Member
Audrey Taylor, Board Member
Jan Vogel, Board Member

Committee Description

This Committee is charged with exploring and resolving issues under the following themes:

- Improving State and local coordination between partner agencies and programs.
- Identifying and achieving administrative efficiencies and better service integration in California's workforce system.
- Optimizing training and availability of funds.

Partnerships

The EDD identified lead staff to support the work of the Committee. The Committee is also working collaboratively with the California Chamber of Commerce; the Employment Training Panel; California Department of Education, Adult Education; California Department of Rehabilitation; and the California Workforce Association. Using the expertise of the CWIB members, we have board members representing small business, community based organizations, local workforce investment areas, economic development interests, and universal access issues.

Summary of Activities

The Committee has met four times in Sacramento and once in Southern California since it's inception on July 28, 2005. At that meeting, staff was directed to develop a proposed work plan encompassing the major theme of this Committee, Optimizing Training and the Availability of Training Funds.

At the August 23, 2005 meeting, the Committee was presented with a short term work plan consisting of two initiatives: a California Workforce Investment Board/California Department of Education (CWIB/CDE) Adult Education and One-Stop Career System Partnership survey; and a CWIB/EDD Cost Study on the One Stop Career System. The Committee directed staff to gather data related to Adult Education and the One-Stop Career System partnerships and report back to the Committee at the next meeting. The Committee also authorized staff to begin the development of a proposal concerning the CWIB/ Employment Development Department (EDD) Cost Study on the One Stop Career System.

The second meeting of this Committee was held in Sacramento on September 27, 2005. Staff presented two proposal documents to the Committee:

1. The joint CWIB/CDE Proposal to Conduct a Study Concerning the Role of Adult Education within the One-Stop Career System; and
2. The joint CWIB/EDD Proposal to Conduct a Cost Study of the One-Stop Career System.

The Committee acted on these two documents and authorized staff to proceed with the development of the CWIB/CDE Adult Education and One-Stop System survey questionnaire. Simultaneously, staff was also directed to fully develop the CWIB/EDD Cost Study of the One-Stop Career System that will include an enhanced description of the study design, project timeline, and a detailed budget.

The third Committee meeting was held in Sacramento on November 10, 2005. Staff presented the CWIB/CDE Adult Education survey questions for final review and a detailed CWIB/EDD cost study proposal. The Committee acted on these two documents and authorized staff to proceed with distributing the CWIB/CDE Adult Education and One-Stop System survey questionnaire pending approval of the State Board. Additionally, the Committee approved the final CWIB/EDD Cost Study of the One-Stop Career System proposal which was to be presented to the State Board for approval on November 30, 2005.

At the November 30, 2005 State Board meeting, CDE expressed last minute policy concerns about the CDE Adult Education survey. The State Board postponed the approval of the CWIB/CDE Adult Education survey until these issues were resolved. The State Board approved the CWIB/EDD Cost Study of the One-Stop Career System.

At the January 25, 2006 meeting staff provided members with an update of the activities associated with the CWIB/CDE Adult Education survey. Due to recent federal and State legislative developments associated with the One-Stop Certification process and the commitment the State Board made in the California Two-Year Strategic Plan to reconsider completing the State-Level One-Stop Certification process that was started in 2001, the Committee decided to take this issue up as a priority item and no longer include the survey as an active item on their agenda. A letter from the Committee Chair was sent to inform the California Department of Education of the Committee's decision.

At the meeting, the Committee adopted the initiative to complete the State Board' work concerning the One Stop Certification process. The Committee approved the recommendation directing staff to move forward with the One-Stop Certification process by

reestablishing the One-Stop Stakeholders Workgroup. The Workgroup's first task will be to update and consolidate the basic standards document for a One-Stop Center that was originally drafted by the original Workgroup for the Committee's approval. The Committee decided that the document should be utilized as a resource guide that can be used by Local Areas for developing their own voluntary One-Stop Center self-certification process. The first Workgroup meeting was held on March 16, 2006. The next Workgroup meeting is scheduled for April 2006. The Committee will recommend that the State Board approve the decision to move forward in completing the State Board's work concerning the One-Stop Certification process.

For the One Stop Career Center System Cost Study proposal, the contract for hiring a consultant (Professor Richard Moore, California State University, Northridge) is in clearance. The research team will be meeting with a nationally recognized expert in the cost accounting field in March 2006. Letters have been sent to State agencies requesting participation in the state level Steering Committee. State members are currently being identified and a Steering Committee meeting should be scheduled in the first week of April 2006. Additionally, letters to Local Workforce Investment Board (LWIBs) chairs and directors were sent soliciting their participation in the study. The LWIBs response to the letter has been positive and the research team is compiling a list of potential sites for the study. The first pilot case study will be conducted in April 2006.

Next Steps for the Special Committee

The Committee will:

- Schedule another meeting in Sacramento on March 23, 2006. The Committee will be provided with an update on the activities associated with the adopted initiatives.
- Hold the second One-Stop Certification Workgroup meeting in April 2006 and prepare a project activity work plan and timeline.
- Establish a state level Steering Committee for the Cost Study and schedule a meeting sometime in March-April.
- Conduct the first pilot case study site of a One-Stop Career Center in April.

**Action – State Board Delegate Authority to the Administrative
Committee to Decide California’s Participation in DOL’s Sharing
How Access to Resources Empowers (SHARE) Initiative**

Approval to Participate in the Department of Labor's Sharing How Access to Resources Empowers Initiative

Action Requested

The State Board delegate authority to the Administrative Committee to decide California's participation in the U.S. Department of Labor's (DOL) Sharing How Access to Resources Empowers (SHARE) Initiative.

Background

Between 2002 and 2004, the DOL funded to two pilot sites to implement a web-based resource directory of faith-based and community organization (FBCO) service providers. Both pilot sites succeeded in increasing the access of job seekers to the One-Stop Career Center system and its online or virtual services. Beginning in 2006, the DOL is expanding this effort to nine other State Workforce Agencies to adapt this web-based resource directory. California has been invited to participate in this effort.

The objectives of the SHARE Network are to: 1) increase the number of services available to One-Stop customers by creating a web-based resource directory, and 2) create additional access points to the One-Stop Career Center system at new FBCO partner sites. Details regarding this initiative are attached.

The State Board staff is obtaining additional information regarding the cost/benefit of pursuing this initiative so that an informed decision can be made by the State Board Administrative Committee.

General Information on SHARE Network

Background

From 2002 through 2004, the Employment and Training Administration funded Job Service North Dakota and United Way of Brevard County (Florida) to implement pilot projects. Job Service North Dakota (JSND) created a Web-based Resource Directory of faith-based and community organization (FBCO) service providers throughout the state. United Way of Brevard trained FBCOs to act as “Access Points” to the One-Stop Career Center system by providing core services, including helping customers conduct job searches on the Internet.

Both projects succeeded in increasing the access of job-seekers to the One-Stop Career Center system and its online or virtual services. Both projects succeeded in increasing the number of active and committed FBCO partners collaborating with One-Stop Career Centers. For example, JSND increased the number of FBCO partners from three to more than five hundred. Additionally, most of those partnerships formed during these projects were sustained using local resources at the end of the grant cycle.

Beginning in spring of 2006, the U.S. Department of Labor will work with nine State Workforce Agencies to adapt the Web-based Resource Directory and Access Point projects to enhance access to workforce development services in their states. This initiative will be called **Sharing How Access to Resources Empowers (SHARE Network)**. States already committed to participating include: Ohio, Missouri, Montana, New Mexico, North Carolina and Tennessee. Several others will be announced in the coming weeks. In summer and fall of 2006, USDOL will seek to identify an additional 9 states.

Purpose

The **SHARE Network** will accomplish three main objectives:

- The participating State Workforce Agencies and their respective local Workforce Boards/One-Stop Career Centers will increase the number of services available to One-Stop customers by creating a Web-based Resource Directory of FBCO social service providers across the State; and
- The participating State Workforce Agencies and their respective local Workforce Boards/One-Stop Career Centers will create additional Access Points to the One-Stop Career Center system at new FBCO partner sites. These Access Points will target high-poverty, Limited English Proficiency, and other high-need populations to increase the access of job seekers to the workforce system; and
- The U.S. Department of Labor will examine how Web-based Resource Directories and Access Points can help One-Stop Career Center systems across multiple states.



Technical Assistance Package

The USDOL has contracted with an organization (Contractor) to develop Web-based Resource Directories which will be customized to match the look and feel of each State's Website. The Contractor will also provide personnel (**SHARE Network** staff) who will train and assist each participating State to implement the Resource Directory and Access Point projects. The **SHARE Network** staff will conduct an initial assessment/project development site visit and a week-long work-plan development and training session. **SHARE Network** staff will also provide technical assistance throughout the year. Members of the **SHARE Network** staff pioneered both the Job Service North Dakota and the United Way of Brevard County projects.

For each participating State, the Contractor will develop and customize a statewide, Web-Based Resource Directory and will permit the State to use the Directory for one year, and subject to the availability of funds, for a second year, without cost to the State. Within 60 days after concluding the period of agreement between the USDOL and each participating State, the State may exercise the option to retrieve resource information (contact information for non-profits) from the Directory and develop its own Web-based tool, contract with another service provider, or contract directly with the current service provider for ongoing support services.

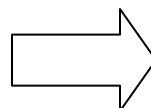
For more information, please contact Erica Sager at the USDOL Center for Faith-Based and Community Initiatives. Her email is sager.ERICA@dol.gov and her phone number is 202 693 6451.



STEPS

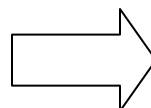
PROJECT SET-UP

After the State agrees to participate in project and agrees to sign Memorandum of Understanding that outlines roles and responsibilities, the State will assign principal contact (State principal) in the workforce investment system. **SHARE Network** staff will work with the State's principal to understand the State's distinctive infrastructure, technology, key leadership, history of FBCO involvement, etc. This process will be conducted via electronic correspondence and telephone interviews.



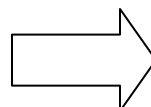
ASSESSMENT

One to two days of on-site meetings are conducted between **SHARE Network** staff and key stakeholders, such as the State's labor/workforce development chief, leaders of local Workforce Boards and/or One-Stop operators, key deputies, assistants, and specialists such as the State's website and technology specialists.



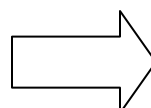
TRAINING

SHARE Network staff conducts intensive implementation training over a five-day period, to equip state-selected individuals to fully implement a state-wide Resource Directory and Access Points in selected areas.



COACHING

Follow-up technical assistance is provided by **SHARE Network** staff via phone, email and/or Web conferencing to ensure smooth roll-out and implementation of the State's Resource Directory and Access Points.



SHORT TERM OUTCOMES

- State principal will schedule on-site meetings with key stakeholders and the **SHARE Network** staff.
- **SHARE Network** staff and the State's principal will outline meeting agendas.

- Stakeholders will define specific goals for their **SHARE Network** including the number of FBCO providers in the Resource Directory and the number of customers served through Access Points.
- Stakeholders will identify members for the State's **SHARE Network** team and will assign specific responsibilities for outreach, implementation and the follow-up necessary to create and sustain its Web-based Resource Directory and FBCO Access Points.
- All participants will agree to an action plan to facilitate the week-long implementation training for the State's **SHARE Network** team and set dates for that training.

- State's **SHARE Network** team will complete work plans with tasks and timelines for project implementation and obtain approval by key stakeholders.
- **SHARE Network** staff will provide State-customized materials including the Resource Directory software; an Access Points Toolkit; and multimedia templates for educating customers and FBCOs about the State's **SHARE Network**.
- **SHARE Network** staff and the State's **SHARE Network** Team will agree upon dates for project rollout and for follow-up technical assistance.

- State's **SHARE Network** team will effectively address challenges that arise during project implementation and will be successful in their efforts.
- State will achieve its goals and create new ones.

Public Comment

Other Business that May Come Before the Board